

DRAFT

**BYLAWS OF THE
BOND ELECTION ADVISORY TASK FORCE**

ARTICLE 1. NAME.

The name of the Task Force is the Bond Election Advisory Task Force.

ARTICLE 2. PURPOSE AND DUTIES.

The purpose and duties of the Bond Election Advisory Task Force (Task Force) shall be as prescribed in Council Resolution 20111006-057 and any subsequent direction from City Council.

(A) A Bond Election Advisory Task Force is established to identify and prioritize bond funding for projects that will advance the vision identified by the Imagine Austin planning process.

(B) The Task Force shall be composed of 15 members.

(C) The Task Force members shall be appointed by November 10, 2011, as follows:

(1) Each Council Member will nominate two city residents as voting members for appointment;
and

(2) The Planning Commission shall appoint one member of their commission or a designee.

(D) The Task Force shall work within the scope of a needs assessment and funding priorities to be recommended by City staff. The Task Force will ensure that projects it recommends for bond funding provide the greatest long-term benefits to the public and that recommended bonds are sufficient for these projects except for projects receiving funding from other sources.

(E) In addition to conducting regular open and posted meetings for the purpose of considering potential bond projects that have been identified in the needs assessment, the representatives of the Task Force shall attend a series of public briefings conducted at City Council meetings for which subsequent dates will be provided.

(F) The entirety of the Task Force's proceedings shall be open to the public to maximize citizen engagement and the Task Force's efforts will culminate in recommendations to be considered by the City Council regarding potential bond projects.

(G) The Task Force shall be dissolved upon Council's adoption of the ballot language for the bond election.

In addition, the Task Force shall work within the context of the City's bond capacity as presented by Staff to City Council.

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ARTICLE 3. MEMBERSHIP.

- (A) The Task Force is composed of fifteen members appointed by the city council.
- (B) A member serves at the pleasure of the city council.
- (C) Task Force members serve until Council's adoption of the ballot language for the bond election.
- (D) An individual Task Force member may not act in an official capacity except through the action of the Task Force.
- (E) At each meeting, each Task Force member shall sign an attendance sheet which indicates that the member does not have a conflict of interest with any item on that agenda, or identifies each agenda item on which the member has a conflict of interest.
- (F) A member who seeks to resign from the Task Force shall submit a written resignation to the chair of the Task Force, the staff liaison, or the city clerk's office. If possible, the resignation should allow for a thirty day notice so the city council can appoint a replacement.

ARTICLE 4. OFFICERS.

- (A) The officers of the Task Force shall consist of a chair and a vice-chair.
- (B) Officers shall be elected by a majority vote of the Task Force at the first regular meeting. In the event a current officer becomes ineligible to serve as an officer, the Task Force may hold an emergency election as needed.
- (C) The term of office shall be until Council's adoption of the ballot language for the bond election. An officer may continue to serve until a successor is elected.
- (D) A member may not hold more than one office at a time.

ARTICLE 5. DUTIES OF OFFICERS.

- (A) The chair shall preside at Task Force meetings, appoint all committees, represent the Task Force at ceremonial functions and approve each final meeting agenda.
- (B) In the absence of the chair, the vice-chair shall perform all duties of the chair.

ARTICLE 6. AGENDAS.

- (A) Two or more Task Force members may place an item on the agenda by oral or written request to the staff liaison at least five days before the meeting. After first consulting with and receiving input from the staff liaison, the chair shall approve each final meeting agenda.
- (B) The Task Force liaison shall submit the meeting agenda through the online agenda posting system for each meeting not less than 72 hours before the meeting.

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2 (C) Posting of the agenda must comply with Texas Government Code Chapter 551 (Texas Open
3 Meetings Act).
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5 **ARTICLE 7. MEETINGS.**
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- 7 (A) The Task Force meetings shall comply with Texas Government Code Chapter 551 (Texas Open
8 Meetings Act).
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10 (B) Task Force meetings shall be governed by Robert's Rules of Order.
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12 (C) The Task Force may not conduct a closed meeting without the approval of the city attorney.
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14 (D) At the first or second meeting, the Task Force shall adopt a schedule of the meetings for the
15 upcoming year.
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17 (E) The chair may call a special meeting, and the chair shall call a special meeting if requested by three
18 or more members. The call shall state the purpose of the meeting.
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20 (F) Eight members constitute a quorum.
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22 (G) If a quorum for a meeting does not convene within one-half hour of the posted time for the meeting,
23 then the meeting may not be held.
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25 (H) To be effective, a Task Force action must be adopted by an affirmative vote of the number of
26 members necessary to provide a quorum. If only a quorum is present at a meeting, a Task Force
27 action is adopted by an affirmative vote of two-thirds of the quorum (6 votes). If more than a
28 quorum is present at a meeting, a Task Force action must be adopted by an affirmative vote of the
29 number of members necessary to provide a quorum (8 votes).
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31 (I) The chair has the same voting privilege as any other member.
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33 (J) The Task Force shall allow citizens to address the Task Force on agenda items and during a period
34 of time set aside for citizen communications. The chair may limit a speaker to three minutes.
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36 (K) The staff liaison shall prepare the Task Force minutes. The minutes of each Task Force meeting
37 must include the vote of each member on each item before the Task Force and indicate whether a
38 member is absent or failed to vote on an item.
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40 (L) The city clerk shall retain agendas, approved minutes, internal review reports and bylaws. The
41 Capital Planning Office shall retain all other Task Force documents. The documents are public
42 records under Texas Local Government Code Chapter 552 (Texas Public Information Act).
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44 (M) The chair shall adjourn a meeting not later than 10 p.m., unless the Task Force votes to continue the
45 meeting.
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47 (N) Each person and Task Force member attending a Task Force meeting should observe decorum
48 pursuant to Section 2-1-48 of the City Code.

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ARTICLE 8. COMMITTEES /WORKING GROUPS.

- (A) The Task Force may establish committees or working groups from its members, as needed, to conduct their business. A **committee** is one that would meet regularly, provide a report to the Task Force, be supported by staff and comply with Open Meetings Law. A **working group** is created for a specific purpose and is dissolved once that purpose has been accomplished. It is any group that is not a committee. It is not supported by staff and does not comply with the Open Meetings Law. Working groups do not need to be identified in the bylaws.
- (B) If the Task Force chooses to create committees or working groups, these bylaws shall be revised to address procedures for those groups consistent with City practices.

ARTICLE 9. PARLIAMENTARY AUTHORITY.

The rules contained in the current edition of Robert's Rules of Order shall govern the Task Force in all cases to which they are applicable, except when inconsistent with these bylaws or with special rules of procedure which the Task Force or city council may adopt.

ARTICLE 10. AMENDMENT OF BYLAWS.

Amendments to these bylaws may be made by the Task Force at any regular or special meeting called for that purpose upon the affirmative vote of a two-thirds majority of Task Force members. Any such amendment must have been proposed at a preceding meeting and all members formally notified of the proposal.

The bylaws were approved by the Bond Election Advisory Task Force at their meeting held on _____ *(insert – month date, year).*

(Signature of Mike Trimble, Executive Liaison)

City of Austin Capital Planning Officer